

21 September 2026

FOI Ref 23366

Request - You asked Staffordshire Police (SP) the following:

I am writing to request information under the **Freedom of Information Act 2000** concerning the processing of shotgun certificate applications and renewals by your force.

Please provide the following information:

1. The current average processing time, in days, for a **new shotgun certificate application**.
2. The current average processing time, in days, for a **shotgun certificate renewal**.
3. The number of **new shotgun certificate applications currently awaiting determination**.
4. The number of **shotgun certificate renewal applications currently awaiting determination**.
5. The **oldest outstanding shotgun certificate application or renewal**, expressed as the number of days it has been awaiting determination.

If your force does not record an exact average processing time, please provide the closest equivalent information that you routinely record.

For the avoidance of doubt, this request relates **only to shotgun certificates**. I am not requesting information concerning firearm certificates or other firearms licensing matters.

SP received your request on 08/09/2026 and have processed this under the Freedom of Information Act (FOIA).

SP's response to your enquiry is as follows:

SP holds the requested information.

1. The current average processing time, in days, for a new shotgun certificate application. – **Disclosed, 137 days.**
2. The current average processing time, in days, for a shotgun certificate renewal. – **Disclosed, 150 days.**
3. The number of new shotgun certificate applications currently awaiting determination. – **Disclosed, 18.**
4. The number of shotgun certificate renewal applications currently awaiting determination. – **Disclosed, 6.**
5. The oldest outstanding shotgun certificate application or renewal, expressed as the number of days it has been awaiting determination. – **Disclosed, shotgun grant with 104 days.**

This data has been provided to the best of the ability of SP, subject to the limitation of current recording protocols and systems and software.

Every effort is made to ensure that the figures presented are accurate and complete. However, it is important to note that data is extracted from multiple sources, developed for specific policing purposes, for which data extraction methods have not been specifically designed to directly correlate with the terminology of this request. Therefore, the data presented is subject to the inaccuracies and idiosyncrasies inherent in any large-scale recording system. Consequently, care should be taken in the interpretation and presentation of this data, to not misrepresent the whole or any part of the data disclosed.

All Freedom of Information request responses are published on the SP website although personal details are not included.

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from SP, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing within two months of the date of receipt of this email, and should be addressed to:

IAT@staffordshire.police.uk

Or by Post to:

Information Access Team
Staffordshire Police HQ
PO Box 3167
Stafford
ST16 9JZ

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Information Access Team within two months of the SP response to the original FOI request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing. The review will be conducted by a supervisor who is independent from the original Decision Maker. The Information Access Team will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to forty working days.

The independent supervisor will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, considering the matters raised by the complaint.



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4. Conclusion of the Appeal

On completion of the review the independent supervisor will reply to the appellant with the result of the review. If the appellant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following link:
<https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/>

Freedom of Information
Information Access Team